

LABOR RELATIONS OFFICER
(Unclassified Management)

DEFINITION:

Under general administration, to represent the county in the negotiation of labor relations contracts and the administration of the Labor Relations Ordinance and the county's grievance procedures; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class allocated only to the Department of Human Resources. Incumbents report to the Labor Relations Manager and have significant responsibility for conducting the labor relations functions including: negotiating and administering labor relations contracts and administering the Labor Relations Ordinance and the county's grievance procedures.

EXAMPLES OF DUTIES:

Conducts the negotiation of labor agreements with unions or organizations representing county employees; develops and recommends policy, procedures, plans or strategies to the Labor Relations Manager, Director of Human Resources, and/or other designated management representatives to resolve differences with employee organizations and to communicate the county's position during negotiations or grievances; evaluates and makes recommendations on the total cost impact of wages, benefits, leaves and other programs associated with negotiation with employee organizations; acts as the county's representative in mediation and fact-finding sessions and meetings; administers the Labor Relations Ordinance for unfair labor practices or responds to the Public Employment Relations Board (PERB), unit determination, and employee representation and election proceedings by developing the county's position, preparing opening statements, interviewing witnesses and conducting direct and cross examinations to present the county's case; administers negotiated grievance procedures and arbitration proceedings by conducting pre-arbitration investigations to attempt to resolve contract disputes and representing the county in hearings; provides recommendations to departmental management in handling grievances and workplace disputes, administering and interpreting the negotiated labor agreements; develops and presents Labor Relations training; prepares executive-level correspondence and reports on the county labor relations matters for the Board of Supervisors, the Chief Administrative Office and department heads; and performs special studies and projects as assigned by the Labor Relations Manager.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Laws, codes, legislation, court decisions, regulations, and standards regarding collective bargaining and labor relations activities.
- Techniques for investigating, analyzing and resolving employee grievances arising out of the application and/or interpretation of collective agreements, employee policies and procedures covering working conditions and employer-employee relationships.
- Techniques for preparing and presenting the County's position in administrative hearings.

- Techniques for designing, organizing, coordinating and conducting surveys of wages and salaries, benefits and employment policies applicable to diverse occupations and levels of work in the public and private sectors.
- General Management System in principle and in practice.

Skills and Ability to:

- Research, analyze, prepare and present to management and to the Board of Supervisors collective bargaining positions and proposals for use in negotiations with employee organizations.
- Negotiate collective agreements between county management and representatives of employee organizations on wages, hours, and other terms and conditions of employment.
- Coordinate the efforts of line and staff management in the implementation of agreements with employee organizations.
- Prepare analyses, position papers, proposals, reports and correspondence in the field of labor relations, collective bargaining and related labor-management areas.
- Prepare and present the County's position in arbitration, mediation, fact-finding, and other administrative hearings.
- Prepare and present training on labor relations subjects to department staff.
- Provide assistance to county management in resolving workplace disputes.

EDUCATION/EXPERIENCE:

Education, training and experience which clearly demonstrates possession of the knowledge and skills stated above. An example of the education/experience requirement is: a bachelor's degree from an accredited college or university in personnel management, industrial/organizational psychology, public administration, business administration, or other closely related field; AND, one (1) year of professional experience conducting successful labor relations agreements between management and employee organizations representing employees in a public or quasi-public jurisdiction. Any combination of verifiable education, training and experience which demonstrates possession of the knowledge and skills may be substituted for the requirement stated above.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.